

PROFORMA-I

To  
The Secretary  
West Bengal Board of Primary Education  
Acharya Prafulla Chandra Bhavan  
DK-7/1, Sector-II  
Salt Lake City  
Kolkata - 700 091

(Through Proper Channel)

CIRCLE \_\_\_\_\_

I, Sri/Smt. \_\_\_\_\_ Assistant  
Teacher/Head Teacher \_\_\_\_\_ Primary School, P.O.

\_\_\_\_\_ under \_\_\_\_\_ Circle of \_\_\_\_\_

District Primary School Council seeks transfer to \_\_\_\_\_ Circle of \_\_\_\_\_

District Primary School Council on following grounds: (A separate sheet may be used, if necessary).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant

N.B.: *In case of mutual transfer (1:1 basis), the applicant should mention the teacher's name & name of the school of the other district with whom mutual transfer is proposed*

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Comments of the S.I. of the Concerned Circle

1. Age :
2. Date of Appointment :
3. Length of the Service as confirmed  
Teacher :
4. Roll Strength :
5. Whether he/she was previously  
Posted on transfer? :
6. No. of approved teachers now at work  
In the school (including the applicant) :
7. Whether there is any Head Teacher (not  
Teacher-in-Charge) now working in the  
School : Yes/No
8. Remarks (if any) :

Memo No. \_\_\_\_\_

Date : \_\_\_\_\_

Forwarded to the Secretary \_\_\_\_\_ District Primary School Council for  
necessary action.

Signature of S.I. of Schools  
Circle P.O.  
(with office Seal and Date)

(Comments of the Secretary of the Offering Council)

Forwarded to the Chairman \_\_\_\_\_ District Primary School Council, P.O.  
\_\_\_\_\_, Dist. \_\_\_\_\_

Secretary  
\_\_\_\_\_ District Primary School Council

Forwarded to the Chairman (Accepting) \_\_\_\_\_ District Primary School Council  
for information and taking necessary action.

Chairman  
\_\_\_\_\_ District Primary School Council

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(Comments of the Accepting Council)

1. Name & Address of the School :  
Where the teacher is to be posed
2. Roll Strength of this school :
3. No. of teachers now at work in the :  
School
4. No. of teachers will be, if the applicant :  
Teacher is appointed on transfer
5. Whether there is any Head Teacher (not : Yes/No  
Teacher-in-Charge) now working in the  
School
6. Whether Recommended or not : Yes/No
7. Date of the Council Meeting :  
where decision was taken
8. Remarks, if any :

Forwarded to the Secretary, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, D.K.-7/1,  
Sector-II, Salt Lake City, Kolkata – 700 091.

Chairman

\_\_\_\_\_ District Primary School Council